



CITY OF HOUSTON

Job Posting

dmw

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| 1 | Applications accepted from: | ALL PERSONS INTERESTED |
| 2 | Job Classification | LIBRARY SERVICE SPECIALIST (CHILDREN'S) |
| 3 | Posting Number | PN # 113201 |
| 4 | Department | Library |
| 5 | Division | North District |
| 6 | Section | Collier* Ring* |
| 7 | Reporting Location | 6200 Pinemont 8835 Long Point* |
| 8 | Workdays & Hours | Rotating Schedule |
| *Subject to change | | |

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Houston Public Library seeks energetic, self-motivated, customer service driven individuals to provide reference and reader's advisory service to customers in person and by telephone. Demonstrate knowledge of branch library collections, including electronic databases. Assist with branch juvenile collection development, including budget control, evaluation, selection, weeding and marketing of materials. Plan and conduct children's programming and outreach services. Demonstrate awareness of community needs; identify target groups. Perform other related duties as required. Demonstrate knowledge of system policies and procedures. Requires some evening and weekend shift (Saturday and Sunday) work.

10 **WORKING CONDITIONS**

Position requires stooping, bending and lifting library materials up to 20 pounds; pushing loaded book trucks up to 100 pounds. Must be able to move freely throughout the unit to file/retrieve library materials. Must be able to use a computer to access/input information. Must be able to communicate effectively orally and in writing.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Bachelor's degree in Library Science or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

None.

13 **MINIMUM LICENSE REQUIREMENTS**

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Capability to effectively use a variety of computer resources. Bilingual (Spanish and English) preferred, but not Necessary. Exceptional customer/public service experience strongly preferred.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

| | |
|-----------------------------|----------------------------|
| Salary Range - Pay Grade 13 | |
| \$965 – 1,246 Biweekly | \$25,090 – 32,396 Annually |

18 **OPENING DATE**

September 13, 2006

19 **CLOSING DATE**

OPEN UNTILL FILLED

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer